UNC | SCHOOL OF DENTISTRY
Computing and Information Systems

September/October 2018

OUCH! NEWSLETTER

ATTENTION: Two-Step Authentication is here!

Starting in November, faculty and staff will be **required** to have 2-step to use Office 365. **Click here for the roll out schedules for both students and faculty/staff.**

Everyone is encouraged to enroll ***as soon as possible*** to avoid any issues with Office365 applications (Heelmail, Microsoft Office, etc.).

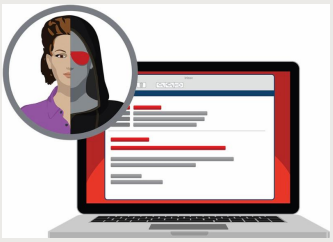
To set up your 2-step, go to **its.unc.edu/2-step/.** If you have any questions, contact OCIS.

Please note, staff members with a student affiliation (i.e. enrolled in a course or program) will be included in the student activation. Faculty/staff accounts will be enforced according to their earliest possible affiliation. For example, if you are a faculty member with dual appointment in two different schools, your 2-Step will be activated with the school switching over first, even if you don't consider this your primary affiliation.

Business Email

Laptop Encryption Status

Compromise (BEC)



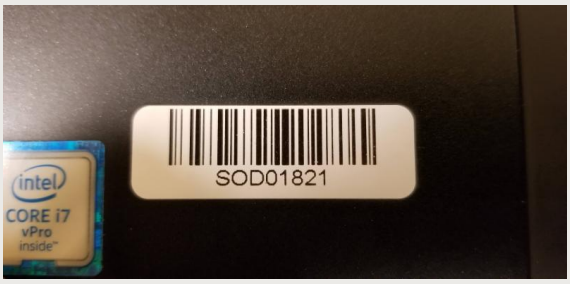
Attackers have developed an email attack called CEO Fraud, or Business Email Compromise (BEC). These are targeted attacks that trick their victims into taking an action they should not take. What makes these attacks so dangerous is cyber attackers research their victims before launching their attack. **Read more here.**

Email Oops, and How to Avoid Them

Second, sometimes we can all be our own worst enemy with email. Email features such as auto-complete can be both confusing and can cause more harm than any hacker. Read this article to learn how to avoid the most common email mistakes and make the most of email. **Read more here.**

Security Awareness Training Test Requirement

In order to comply with HIPAA and UNC-CH policy, OCIS is enforcing the annual School of Dentistry Security Awareness Training requirement.



It is not enough for your laptop to be encrypted, we must have documentation and proof of encryption in the event your laptop is lost or stolen.

OCIS is responsible for keeping documentation on the encryption and security of all laptops accessing patient data. If your laptop does not have a tag like the one above, we may not have a record of it. Please bring your laptop to OCIS immediately for a laptop security check.

REMEMBER: If you have an unencrypted laptop or unencrypted USB flash drive and are using it at the school, contact OCIS as soon as possible!

Failure to do so is a violation of HIPAA and University policy.

Phishing

OCIS still receives reports of phishing attempts. **To better spot phishing, click here.**

Please forward any phishing messages that you encounter **as an attachment** to **phish@unc.edu**.

For an explanation of how to forward an email as an attachment **please read the following article on help.unc.edu.**

To check and see if you have a suspected phishing email, go to **its.unc.edu/phish-alerts/.**

You will be **required** to take and pass both the HIPAA and Security Awareness test in order to access the EPR.

To take the Security Awareness Training and Test **please click here.** If you have questions, please contact OCIS.

How to Create a Secure Password

Your password is your defense against cyber-criminals. It is important that you choose a long and strong password that cannot be easily cracked. This is especially important for in health care environments like the School of Dentistry.

Click here for the OCIS recommended guidelines for choosing an effective password.

US DHHS Office of Civil Rights in Action

The US DHHS OCR reached settlements with Boston Medical Center, Brigham and Women's Hospital, and Massachusetts General Hospital for HIPAA violations by inviting film crews on site to film "Boston Med," an ABC television network documentary series, without first obtaining authorization from patients. Collectively, the three entities paid $999,000 to settle HIPAA privacy violations. **To read more about this case, click here.**

Password Managers

A password manager helps to generate and retrieve complex passwords, potentially storing such passwords in an encrypted database or calculating them on demand.

When selecting a password manager for your personal use, **the UNC-CH Information Security Office recommends you use the matrix given here** to evaluate the relative strength of any password manager under consideration.

HIPAA Security Incident Update

The School of Dentistry has gone **61** days since the last reported HIPAA security incident.
Please stay vigilant!

OUCH! Archives
Click here for prior issues and topics.

Security Awareness Tip of the Day

Remember, it is your personal responsibility to protect patient data (e.g., electronic Protected Health Information) on laptop computers and portable media devices (e.g., CD/DVDs, USB keys, USB drives and SD cards). In all cases, patient data can never be stored on a portable computing or media storage device unless it has been inventoried, encrypted and approved by OCIS.

Contact Us

School of Dentistry HIPAA Security Officer
David Rankin
Email: **david_rankin@unc.edu**
Phone: (919) 537-3485

School of Dentistry HIPAA Privacy Officer (Interim)
Dr. Lisa Stoner
Email: **lisa_stoner@unc.edu**
Phone: (919) 537-3588

School of Dentistry Deputy Security Officer
Mauricio Tavares
Email: **mtavares@unc.edu**
Phone: (919) 537-3428

School of Dentistry Risk Management Officer
Martin Folliard
Email: **mfolliar@email.unc.edu**
Phone: (919) 537-3444

For More Information

School of Dentistry Policies | UNC-CH Policies | What is Sensitive Information?

The Office of Computing & Information Systems (OCIS)
(919) 537-3500
OCIS-Help@ unc.edu
http://bit.ly/UNC-OCIS

Connect with us